Description: Communication: Key Concepts (Nursing)

<table>
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<th>Subject</th>
<th>Cat-nbr</th>
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<th>Term</th>
<th>Mode</th>
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Academic group: FOART
Academic org: FOA004
Student contribution band: 1
ASCED code: 100700

STAFFING
Examiner: Jill Lawrence
Moderator: Eleanor Kiernan

RATIONALE
Advances in communication are occurring globally at a rapid rate and, as a result, the contemporary world is characterised by increasing cultural and linguistic diversity. Effective communication in these changing contexts requires not only an understanding of the processes of communication but also an ability to apply these understandings to specific contexts. This course will help students access, master and demonstrate the communication principles and skills required by the academic and scientific fields generally and by the Department of Nursing in particular.

SYNOPSIS
This course presents an introduction to the theory and practice of communication, with particular application to academic and scientific settings. Students study the processes involved in tailoring communication for specific audiences, in analysing tasks and in developing and structuring academic and scientific arguments. The importance of identifying and analysing sound arguments is also covered along with the development of their oral presentation skills.

OBJECTIVES
On completion of this course students will be able to:

1. apply the receptive skills of listening, reading, note taking and article review with a high degree of competence; (all items of assessment refer)
2. explain the processes involved in communication and apply this theory to their communication in specific academic, scientific and professional contexts; (all items of assessment refer)
3. analyse academic and scientific communication tasks and develop, structure and edit a logically argued and valid academic /scientific argument using written communication; (all items of assessment refer)
4. discuss the importance of adapting the styles of written and oral communication, and their modes of delivery to the needs of particular audiences; (all items of assessment refer)
5. identify, develop and communicate sound arguments in written and oral forms and to identify illogical and unsound arguments. (all items of assessment refer)

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. The Communication Process</td>
<td>20.00</td>
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<tr>
<td>2. Written Communication in academic and nursing contexts</td>
<td>40.00</td>
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<tr>
<td>3. Oral Communication</td>
<td>20.00</td>
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<tr>
<td>4. Clear thinking, logic and argumentation</td>
<td>20.00</td>
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**TEXT and MATERIALS required to be PURCHASED or ACCESSED**

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).


**REFERENCE MATERIALS**

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.


**STUDENT WORKLOAD REQUIREMENTS**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Directed Study</td>
<td>34.00</td>
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<tr>
<td>Private Study</td>
<td>30.00</td>
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<td>Tutorials or Workshops</td>
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**ASSESSMENT DETAILS**

<table>
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<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tbody>
<tr>
<td>ARTICLE REVIEW/CRITIQUE</td>
<td>100.00</td>
<td>30.00</td>
<td>14 Aug 2006</td>
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<tr>
<td>PROPOSAL/DRAFT NUR1020</td>
<td>100.00</td>
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<td>11 Sep 2006</td>
</tr>
<tr>
<td>ESSAY (1200 WORDS)</td>
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<td>50.00</td>
<td>30 Oct 2006</td>
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**IMPORTANT ASSESSMENT INFORMATION**

1. Attendance requirements:
   In order to achieve course objectives, attendance at and participation in all learning activities are strongly advised. These are important factors in the development of oral and aural skills and as such will be monitored regularly and cumulatively. Students absent from classes are responsible for obtaining and completing all work and homework covered during their absence and for informing themselves of announcements regarding course-related activities and administrative matters. For this course formal class attendance consists of one 3 hour tutorial every 2 weeks.

2. Requirements for students to complete each assessment item satisfactorily:
   To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

3. Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval, then a penalty of 10% of the total marks available for the assignment will apply for each of the first FIVE working days late, after which a zero mark will be given.

4. Requirements for student to be awarded a passing grade in the course:
   To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by obtaining at least 50% of the total weighted marks for all summative assessment.

5. Method used to combine assessment results to attain final grade:
   There is no exam for this course.

6. Examination information:
   There is no exam for this course.

7. Examination period when Deferred/Supplementary examinations will be held:
Given the details under (6) above, there are no deferred exams for this course. However, if any deferred/makeup work is granted, it would have to be submitted by a date set by the examiner.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the current USQ Handbook.

ASSESSMENT NOTES

9 (a) The due date for an assignment is the date by which a student must lodge the assignment at the USQ. (b) All Faculty of Arts assignments must be lodged in the Faculty Assessment Centre on the Ground Floor of Q Block no later than 12 noon on the due date. (c) Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if requested by the Examiner. (d) In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances such as documented ill-health. (e) Students who have undertaken all of the required assessments in the course but who have failed to meet some of the specified objectives of the course within the normally prescribed time may be awarded the temporary grade: IM Incomplete-Makeup). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study. (f) Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or sit for an examination at the scheduled time, may apply to defer an assessment in the course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination; IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

OTHER REQUIREMENTS

1 Students who have successfully completed the Excell intercultural program will be granted an extra 5 marks.

2 If assignments in the course require the use of surveys, interviews, etc., students should be aware of the University and Faculty of Arts ethical requirements/guidelines. (The course syllabus distributed to students in the first week of teaching provides this information.)